



Director of Development

POSITION DESCRIPTION

ESSENTIAL FUNCTIONS The Director of Development provides leadership for the Zephyr Point Development Department, coordinating all Donor and Business Development efforts. The Director will design and implement a comprehensive donor relations program to achieve fundraising outcomes, capital fund objectives, and constituent involvement. The Director will design and implement marketing strategies that will maximize Conference bookings, Cabin rentals, participation in Zephyr Point Programs, as well as increase on-site sales opportunities and other ancillary revenue streams.

SALARY RANGE: \$60-80k with on-campus housing provided; full benefit package including medical and retirement benefits through the PC(USA) Board of Pensions.

STATUS: Full-time

CLASSIFICATION: Exempt

SUPERVISOR: Executive Director

DIRECT REPORTS: Senior Engagement Associate; Communications & Marketing Manager

DUTIES AND RESPONSIBILITIES:

- A. Lead the Development Team to strengthen the Zephyr Point brand, bringing cohesion to all marketing and communication efforts, including the design and development of Zephyr Point promotional materials.
- B. Coordinate and support the creation and implementation of all external communications including the website, social media, and all marketing materials.
- C. Design and implement fundraising strategies for Zephyr Point Presbyterian Conference Center, including the Annual Campaign, Capital Campaigns, and Planned Giving Programs.
- D. Lead, evaluate, and oversee systems for the maintenance, research, and reporting of donor activity, including methods and frequency of communication.
- E. Identify, cultivate, and manage a portfolio of current and prospective donors, soliciting Planned and Major Gifts.
- F. Provide support for Human Resources as needed and directed, including the coordination of internal communications among Zephyr Point staff.
- G. Serve as primary liaison to the Zephyr Point Board of Directors Development Committee.

KNOWLEDGE, SKILLS AND ABILITIES

- A. A deep commitment to the ministry and mission of ZPPCC. Supportive of Zephyr Point's philosophy and objectives.
- B. Ability to maintain/strengthen good working relationships with staff, Board, guests, and community.
- C. Possession of good communication skills and personality conducive to public relations and fundraising
- D. Excellent skills in planning, organizing, directing, and managing.
- E. Good sense of efficiency and delegation of work assignments.
- F. Courageous, creative, flexible, and optimistic personality.
- G. Ability to ask for money and teach others to do the same.
- H. Excellent oral and written communication skills, as well as the ability to interact professionally, courteously, and effectively with individuals of diverse backgrounds at all levels.
- I. Ability to work independently and efficiently, to maintain a flexible schedule, including weekends, weekdays, and holidays in a busy environment with constant interruptions.

QUALIFICATIONS:

- A. Bachelor's degree required. Graduate degree in related field desired.
- B. Minimum of 5 years fundraising experience, and at least 3 years management experience preferably in sales, marketing, and/or public relations.
- C. Intimate knowledge of and familiarity with the PC(USA). Demonstrated leadership within the PC(USA) desired.
- D. Proficiency in standard office software platforms including database management and Microsoft Excel, Outlook, and Word. Knowledge of various Donor Management systems.

PHYSICAL DEMANDS & WORK ENVIRONMENT

Physical demands and work environment characteristics including, but not limited to, lifting/moving up to 25 pounds, walking on unstable grounds up to 1 mile, and exposure to variable seasonal weather conditions, moving machinery, and moderate noise are representative of those that may be required of an employee to successfully perform the essential functions of this job.

In compliance with applicable disability laws, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Other duties may be assigned. Should such duties become routine, the job description will be reviewed and revised.

Print Name _____ Date _____

Signature _____

Executive Director Signature _____ Date _____